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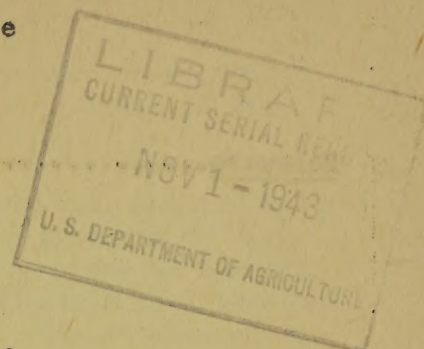
United States Department of Agriculture

EXTENSION SERVICE

Washington 25, D. C.

HOME MANAGEMENT "SEND-FOR" LIST

September 1943



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FAMILY ECONOMICS

Alabama.....Whisnant, Mamie N. Save money for victory and future security. Ala. Poly. Inst. Circ. 250. 4 pp. June 1943, Auburn.

Discusses how much money should be saved, how to save, and why wills are important.

Whisnant, Mamie, N., Planned spending, farm family spending, and total war. Ala. Poly. Inst. Cir. 249. 4 pp. June 1943. Auburn.

Contains suggested forms for starting monthly and yearly plans. Suggestions for meeting also included.

California.....Bayless, Mrs. William, We're investing in war bonds with crop money. Treas. Dept. War Savings Staff, processed, unnumb. 7 pp. illus. May 1943. San Francisco.

A friendly talk with farm women about the Commodity Check Deduction Plan. Essence of plan is buy war bonds for the future by deducting a certain percentage from every commodity check. (Circular sent you under date of September 16, 1943.)

Delaware.....Figure it out for yourself. Univ. of Del. Mimeo.,
unnumb. 1 p. Newark. [n.d.]

Ten questions on values received from account keeping.
Pie charts on distribution of total home expenditures
of farm families and nonfarm families.

Whitcomb, Louise R. Home accounts summary of 41 farm
families in 1942. Univ. of Del. mimeo. unnumb. 12
pp. June 1943. Newark.

Twelve tables showing expenditures over and under a
\$1,600 yearly income.

Whitcomb, Louise R. They achieve most who plan the best.
A summary of 50 household records. Univ. of Del.
mimeo. unnumb. 8 pp. Newark. June 1943.

Besides figures on expenditures and the like, the cir-
cular contains a stimulating, chatty letter to home ac-
count keepers and "Ten Golden Rules for Your 1943 Plan-
ning."

Whitcomb, Louise R. Three club girls who are on the
right road. Univ. of Del. mimeo. unnumb. 4 pp.
Newark. June 1943.

A summary of the personal accounts of three 4-H Club
girls, together with Miss Whitcomb's analysis of "What
I like about these records."

Kansas.....Ellithorpe, Vera M., and Myers, Gladys, Economics in
management in wartime. Kans. State Col. of Agr. Mimeo.
3 pp. Manhattan. 1943.

Discussion questions and leaders' guide.

Michigan.....Baldwin, R. J. Record of Michigan farm family living
expenditures - 1942. Mich. State Col. Mimeo. 4301.
3 pp. East Lansing. [n.d.]

Summary of how 21 Michigan farm families used their
money; range of cash expenditures; money value of farm-
furnished food; and tips in wartime. Planning and
spending.

Baldwin, R. J. How the average Michigan town family
used its money. Mich. State Col. Mimeo. 4309, 2 pp.
East Lansing, 1942.

Records of how nine Michigan town families managed
their income.

Nebraska.....Brokaw, W. H. 1942 summary of home account records, Univ. of Nebr. Agr. Col. Ext. Cir. 11-121. 14 pp. mimeo. Lincoln, 1942.

Discusses money management in wartime, and includes seven tables on spending and saving patterns of farm and town families. Blanks for "We own and we owe" and "Our plan for 1943" are included. "Distribution of books placed and summarized by years and county" also given.

New Mexico.....Strong, Veda, Economic news for New Mexico farmers and ranchers, N. Mex. Col. of Agr. unnumb. p. 10 and 11. mimeo, illus. State college. June 1943.

Discusses wartime family living, including subjects such as home food preservation, civilian household repairs, and wartime clothing and textiles.

Ohio.....Holding the lid on the cost of living, Ohio State Univ. Processed. 4 pp., illus. Columbus. Rev. August 1943.

Discusses questions such as: What happened in World War I? Why have living costs gone up? Has the price regulation worked? What part of the rationing job is ours?

Washington, D. C......Bureau of Human Nutrition and Home Economics. Living on your salary in wartime Washington. Dept. of Agr. Mimeo, BHE 396. 25 pp. March 1943. Washington, D. C.

A guide to a spending plan for Government girls.

Wisconsin.....Wisconsin State Council of Defense. Suggestions to county committees of consumer interests. Citizens' Service Corps. unnumb. Mimeo. 231 W. Wisconsin Av., Milwaukee. May 1943.

Discusses the purpose of county committees, the job to be done, how to get the job done, coordinating the job with other groups. Jobs to be done include (1) Understand causes and prevention of inflation; (2) cooperate with rationing; (3) help families keep efficient; (4) encourage desirable consumer behavior. References included.

HOUSEHOLD EQUIPMENT AND STORAGE

Alabama.....Whisnant, Mamie N. How to make household equipment last longer. Ala. Poly. Inst. Cir. 245. 4 pp. May 1943. Processed. Auburn.

Circular discusses care of equipment such as wood ranges, kerosene and gasoline stoves, and metal kitchen utensils. It gives suggestions for demonstrations.

Arizona.....Hitch, Donald L. Care of your pots and pans. Univ. of Ariz. Ext. Folder W-18, 6 pp. illus. Tucson 1943.

Folder on the "do's and don'ts" of caring for kitchenware.

California.....Warren, Jean. Letter to the home demonstration agents of California. Univ. of Calif. 1 p. unnumb. Berkeley. 1943.

Nye, Claribel. Project on care and repair of household electrical equipment. Univ. of Cal., unnumb., Mimeo. 3 pp. Berkeley. 1943.

Letter from Miss Nye to home demonstration agents of California, and enclosure outlining a project on the care and repair of household equipment.

Warren, Jean, Convenience in kitchen cupboards. Col. of Agr., Processed. 2 pp. illus., H. D. 447. Berkeley. July 1943.

Discusses shortage of kitchen utensils and dishes, and shows arrangement of cupboards before and after reshelving.

Maryland.....Knowles, Esther L., Care plus repair equals longer wear. Univ. of Md. 3 pp., unnumb., Mimeo., College Park. [n.d.]

Discusses care and repair of kitchen equipment.

New York.....Wiesendanger, Delpha E. Convenience in canning and in storing canned food. N. Y. State Col. of Home Econ. War Emergency Bul. 87, Bul. 585, 6 pp. illus. Ithaca. March 1943.

Answers the questions: Is the canning equipment in good condition? Can the work arrangements be improved? Where and how do you store your canned foods? Is there a safe approach to the food storage space?

Robb, B. B., Care and adjustment of the sewing machine. N. Y. State Col. of Agr., Cornell Univ., War Emergency Bul., 70, bul. 566. 8 pp. illus., Ithaca. February 1943.

Bulletin on how to clean the machine thoroughly, how to oil the machine, to adjust the tensions, sewing-machine troubles, cause and remedy.

Ohio.....Beard, Ruth M., and Beall, Thelma. The use and care of your pressure cooker. Ohio State Univ. unnumb. 6 pp. illus. Columbus, 1943.

A folder containing information on the use and care of your pressure cooker and some "do's and don't's" for the cooker. Also directions for using pressure cooker for canning.

Tennessee.....Household equipment, its care and simple repair., Tenn. Col. of Agr. Pub. 273, 36 pp. illus. Knoxville. June 1943, Processed.

The bulletin was written by agricultural engineers and home management specialists of T. V. A. and Extension Service. Subjects covered are fuses, cords and plugs; small appliances; refrigerators; ranges; washing machines; kitchen utensils, pressure cookers, and simple plumbing. Important points are printed in red. Illustrations are clear and simple. (Copy enclosed in this letter.)

Washington, D. C......Holbrook, Helen, S., and Krewatch, Albert V. Sewing machines, cleaning and adjusting., U. S. D. A. Bureau of Human Nutrition and Home Economics, Farmers' Bul. no. 1944. 24 pp. illus. Superintendent of Documents U. S. Government Printing Office., Washington 25, D. C. Price 10¢.

Contains information on equipment needed to clean, how to clean and oil, how to adjust and run the machine, and machine troubles, possible causes, and remedies.

STREAMLINED HOUSEKEEPING

AND

4-H HOME MANAGEMENT CLUBS LITERATURE

Alabama.....Whisnant, Mamie N. Streamlined housekeeping. Ala. Poly. Inst. Cir. 248, 4 pp. Auburn. June 1943.

Covers Wartime home management tips; suggested time-savers; storage; house cleaning; sewing; and family cooperation. Gives list of suggested demonstrations.

Indiana.....Hazelton, Helen W., and Russell, Marion. Keeping fit for farm work. Purdue Univ. Ext. Bul. 299. 13 pp. illus. La Fayette. August 1943.

Bulletin emphasizes the need for more womanpower today and importance of general health. Eight pages of suggested "back savers" are illustrated with stick figures and directions given for good position at farm and household tasks.

Maryland.....4-H home economics wartime program. Join the refrigerator regiment. Univ. of Md. Home Mgt. Units, unit VII., 4 pp. illus. College Park. 1943. Mimeo.

Pamphlet discusses the arrangement of foods in the refrigerator and how to keep it clean.

4-H home economics wartime program. Be at home at the range. Univ. of Md. Home Mgt. Units, Unit VI. 4 pp. College Park. 1943.

Pamphlet discusses how to use stoves and keep them clean.

4-H home economics wartime program. For weary, worried, washers. Univ. of Md. Home Mgt. Units, Unit V. 4 pp., College Park. 1943.

Pamphlet gives steps to be taken when washing clothes. Also, how to take care of the washing machine.

4-H home economics wartime Program. For B.S. degree (beginning scrubber), Univ. of Md. Home Mgt. Units, Unit IV. 4 pp. College Park. 1943.

Pamphlet contains easy ways of cleaning the bathroom and dusting.

4-H home economics wartime program. For an M.S. degree (master scrubber) Univ. of Md. Home Mgt., Units, Unit III. 4 pp. illus. College Park, 1943.

Pamphlet contains methods of doing cleaning easily and quickly.

4-H home economics wartime program. Junior home manager. Univ. of Md. Home Mgt. Units, Unit II. 4 pp. College Park. 1943.

Pamphlet discusses wise use of time in doing work.

4-H home economics wartime program. Be a morale minder. Univ. of Md. Home Mgt. Units, Unit I. 4 pp. illus. College Park, 1943.

Pamphlet discusses morale, containing a list of morale "builder-uppers" and "tearer-downers."

Ohio.....Home economics extension staff. Home labor helps for all girls carrying 4-H victory projects. Ohio State Univ., 4-H Cir. 135. 16 pp. Columbus, May 1943.

Gives suggestions on how 4-H girls can help with house-keeping. Report forms to list "Jobs which I have not done."

"Plan to do and plan to improve" given for management; food preservation and preparation; cleaning; clothing; child care; and general work. "Questions to help you with your job" and "Where to find help in doing your job" also included.

Vermont.....Brooks, Charlotte P. (Mrs.). Summary of wartime household management in Vermont farm homes. What is done to save time? Univ. of Vt. Mimeo. Blank M 1918. 2 pp. Burlington. 1943.

Presents material collected from good managers by personal interview by home demonstration agents, discussing general organization of work, family cooperation, buying, dishwashing, laundering, meals, and cleaning house.

Washington, D. C......Office of Personnel. How to do more work easier. Div. of Training, U.S.D.A. Processed. unnumb. 9 pp. Washington, D. C. April 1943.

Discusses topics: Are the simplest and easiest work methods used? Are work standards fair, honesty, clearly understood? Does the employee feel he is successful and skillful? Is the supervisor enthusiastic for the work? Does he communicate his enthusiasm to his employees? and A supervisor's creed.

Office of Personnel. How to make farm work easier. Div. of Training, U.S.D.A. Mimeo. Unnumb. 6 pp. Washington, D.C. June 1943.

Discusses methods of simplifying work, such as developing a questioning attitude toward all work, saving back-breaking motions, lifting or tiring positions, using the hands skillfully, and planning the job. Gives sample achievements.

Office of Personnel. Aids to correct typewriting position and technique. Div. of Training, U.S.D.A. mimeo, unnumb. 2 pp. illus. Washington, D. C. July 1943.

Discusses questions such as: What is the correct height for my typewriter? How does 30-inch height affect typewriting speed? Should my chair be adjusted? How can I make my typewriter the correct height?

Wyoming.....Lindstrom, Ellen R. Keep 'em flying, keep planning time.
Univ. of Wyo. unnumb. 2 pp. Laramie, [n.d.]

Some timesaving short cuts and suggestions for
planning time.

HOUSING--HOUSE FURNISHING

California.....Neubauer, L. W., and Belton, H. L. A four-man canvas-
roof cabin. Univ. of Calif. Processed (6558b). 4 pp.
illus. Berkeley. September 1943.

Plan for the making of a four-man canvas-roof cabin;
includes bill of materials and directions for assembly
and framing.

Neubauer, L. W., and Belton, H. L. A two-room family
unit with bath. Univ. of Calif. Processed (6743a).
Plan B-H4 and Plan B-HD. 4 pp. illus. Berkeley.
May 1943.

Plan for building a two-room family unit with bath.
Construction details and bill of materials given.

Neubauer, L. W., and Belton, H. L. A two-man bunkhouse.
Univ. of Calif., Processed (6558a). Plan B-H2 and Plan
B-HD. 4 pp. illus. Berkeley. September 1943.

Plan for building a two-man bunkhouse with construc-
tion details and bill of materials.

Neubauer, L. W., and Belton, H. L. A two-room bathhouse
for men and women. Univ. of Calif. Processed (6743b).
Plan B-H5. 4 pp. illus. Berkeley. May 1943.

Plan of building a two-room bathhouse for men and
women. Construction details and bill of material given.

Neubauer, L. W., and Belton, H. L. A farm-labor mess
hall with kitchen. Univ. of Calif. Processed (6743c).
Plan B-H6. 4 pp. illus. Berkeley. May 1943.

Plan for building a farm labor mess hall with kitchen,
and list of materials including plumbing.

Tervernetti, J. R. Maintenance of farm electric wiring.
Univ. of Calif. Processed (6710). 4 pp. illus.
Berkeley. April 1943.

Directions on care of outside wiring, inside wiring,
portable cords, and some don'ts that should be remembered.

Neubauer, L. W., and Belton, H. L. A six-man bunkhouse. Univ. of Calif. Processed (6558c). Plan B-H3 and Plan B-HD. 4 pp. illus. Berkeley. September 1943.

Besides plan gives some construction details and bill of materials.

New Hampshire.....Beggs, Ann. Refinishing furniture. Univ. of N. H., Processed. Folder 8, 6 pp. illus. Durham. June 1943.

Folder discusses directions for removal of old finishing, staining, and finishing furniture. Also repainting and directions for making furniture polish.

South Carolina.....Seabrook, Portia. Refinishing furniture. Winthrop Col. Mimeo. unnumb. 4 pp. Rock Hill, [n.d.]

Gives methods of refinishing, care of woods, and also making chair seats from twisted corn shucks.

Texas.....Claytor, Mrs. Bernice. Recaning chairs. A. and M. Col. of Tex., Mimeo. MS-530 Rev. 7 pp. illus. College Station, May 1943.

Directions on preparation of furniture for recaning, selection of the cane, equipment for caning, directions for weaving and finishing.

Claytor, Mrs. Bernice. Seat weaving with splints. A. and M. Col. of Tex. Mimeo. MS-538 Rev. 3 pp. illus. College Station. May 1943.

Lists materials to be used for weaving seat with splints, preparation of the splints, preparation of furniture, putting in the warp strands, when to add new strands, and finishing.

Claytor, Mrs. Bernice. Weaving chair seats. A. and M. Col. of Tex. Mimeo. MS-526. 8 pp. illus. College Station. May 1943.

Directions for weaving chair seats. Materials that may be used and methods of weaving.

SAFETY

Illinois.....Ward, Gladys J. Will you help make Illinois homes safe? (Cards) Home accident report. (Card) Illinois safe homes program. Mimeo. HEE3157. Univ. of Ill. 4 pp. 1943. Urbana.

(1) Card gives information on enrollment in safe homes program. (2) Report covers who was hurt, when and where, injury, time lost, and costs. (3) Mimeograph discusses purpose, definition, recognition, procedure in county, of the Illinois safe-homes program.

Kansas.....Kansas State College of Agriculture. Discussion questions. Kan. State Col. of Agr. Mimeo. unnumb. 3 pp. Wichita. [n.d.]

Set of discussion questions on fire prevention and protection. Also comparison of fire extinguishers, their effectiveness, limitations, and precaution in their use.

Washington, D. C......United States Department of Labor, Division of Labor Standards, Safety speeds production. Special Bul. no. 10. 21 pp. illus. Processed. 1943. Washington.

A message for plant supervisors on how to be a good boss, how to instruct, how to help women workers, how to develop good working conditions with special emphasis on safety.

HOME MANAGEMENT - GENERAL

Florida.....Moore, Virginia P. Wartime home improvement and management 1943-44. Fla. State Col. for Women. Mimeo. unnumb. 2 pp. Tallahassee, 1943.

Suggests planning and teaching activities in the 1944 home-management program. Suggestions for individuals are concise and stimulating. Included are: Keep well, manage time, think before spending, fight waste, fight dirt, give thought and time to the child in the home.

Michigan.....Kelvinator. The home economist's kelvin-gram. Division of Nash-Kelvinator Corp. Vol. I., no. 1. 4 pp. Processed. Detroit. June 1943.

Review of Washington news, and announcement of \$1,000 awards in war savings bonds for Victory ideas to aid housewives given to 40 home economists monthly.

Mississippi.....Dickins, Dorothy. Effects of good household management on family living. Miss. State Col. Bul. 380. 30 pp. State College. May 1943.

Data obtained in connection with a study of farm and industrially employed women by the home economics department of the Miss. Experiment Station. The relation between the activities of the wife and the level of living of the family is shown and it is indicated that this relationship is more significant for the family of lower than higher income.

New York.....Entorf, Mark L. Mental health in wartime. N. Y. State Col of Agr. Cornell Univ. War Emergency Bul. 63, Bul. 559. 8 pp. Ithaca. January 1943.

Discusses enemies of mental health, such as chronic fatigue, worry, fear, resentment, and hate. Gives foundations of mental health as religion, self-expression, human relationships, objectivity, and physical fitness.

Oregon.....Wilson, Maud. Rooms for war guests. Oreg. State Col. Mimeo. unnumb. 39 pp. illus., Corvallis. 1943. Price 40¢

The bulletin is intended to serve as a guide to families who are fitting up guest rooms and unused bedrooms for rental to war workers. It lists the facilities needed by the person for whom a rented room must be home for the duration, and considers some of the problems met by home owners in the preparation of rooms for their homes.

Lists of furnishings and other facilities, suggested arrangement, built-in bunks, window treatment, and how to handle common problems such as dingy walls, are adequately described. The circular is well illustrated with sketches. Clever ideas on laundry, bathroom, and closet arrangements are included. Cleaning materials and methods and ideas for the home craftsman make the circular a complete guide to the homemaker who takes in "war guests."

South Carolina.....Seabrook, Portia. Cleaning aids for your wartime thrift shelf. Winthrop Col. Mimeo. unnumb. 2 pp. Rock Hill, [n.d.]

Gives aids for cleaning windows and mirrors, enamel or porcelain, drain pipes, knives, and utensils, wax floors, cleaning painted woodwork, washing soiled furniture woods, and duster and furniture polish.

Seabrook, Portia. Plan to eat, save, and win. Winthrop Col. Mimeo. unnumb. 2 pp. Rock Hill. [n.d.]

Record for food produced and used at home.

Seabrook, Portia. Storage for the play corner. Winthrop Col. Mimeo. unnumb. 2 pp., illus. Rock Hill, [n.d.]

Shows how to convert old furniture into storage spaces for children's playthings.

Seabrook, Portia. Keep your garbage pail covered. Winthrop Col., Mimeo. unnumb. 1 p. illus. Rock Hill. [n.d.]

Gives examples of ways of keeping various types of garbage pails covered. Also suggestions for keeping the pail clean.

Seabrook, Portia. Racks that save wear on brooms, mops, and brushes. Winthrop Col. Mimeo. unnumb. 2 pp., illus. Rock Hill. [n.d.]

Illustrates racks for household equipment and garden tools, giving suggested dimensions.

Seabrook, Portia, and Johnson, Eloise. Taking care of a child after school. Winthrop Col. Mimeo. unnumb. 4 pp. illus. Rock Hill, [n.d.]

Contains material on what you should do if you take care of children; what children like to do; and easy ways to entertain them.

Seabrook, Portia. The home medicine cabinet. Winthrop Col. Mimeo. unnumb. 2 pp., illus. Rock Hill. [n.d.]

Supplies suggested for home medicine cabinets. Stick pins in cork stopper to identify poisons in the dark. Suggested dimensions for cabinet.

Texas.....Bryant, Louise. Suggestions for office organization for home demonstration agents. A. and M. Col. of Tex. Mimeo. MS-512. 6 pp. illus. College Station. [n.d.]

Classification of office material, organization, and use of desk, storage of supplies, filing correspondence, and bulletins, with a suggested system of headings for reference filing. Also directions for making a "work organizer."